**PREMIUM SERVICE AGREEMENT**

**Name of Service Unit Providing Premium Service Here**

**and**

**Name of Primary Unit Receiving Primary Service Here**

**Date**

1. **Overview:**

The Service Unit Name and Primary Unit Name are entering into an Agreement in which Service Unit Name will be responsible for providing General Overview of Services services to Primary Unit Name.

The purpose of this document is to detail a Premium Service (Agreement) for delivery of services outside of the Core Services offered by Service Unit Name, i.e. Premium Services.

1. **Inclusiveness:**

Any service area not specifically defined or specified may not be considered within the scope of this Agreement. If an additional task is identified, the responsible parties for Service Unit Name and Primary Unit Name will be notified to determine inclusion. Full cooperation is key to the success of this premium service agreement.

1. **Responsible Parties:**

For the purpose of the Agreement, Name, Title, Service Unit Name and Name, Title, Primary Unit Name, will serve as the Agreement representatives.

1. **Primary Contacts:**

The responsible parties as listed above have each identified the following as primary contacts in carrying out the terms of this Agreement:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Unit Contact Primary Service Contact

1. **Premium Service(s) Provided:** (see addendum for detailed information regarding service expectations, timeline, and accountability measures):
   1. Abc
   2. Def
   3. Hij
2. **Remuneration:**

In consideration of Service Unit Name providing premium services to Primary Unit Name under the terms of this Agreement, Primary Unit Name agrees to pay Service Unit Name $Dollar Amount per Time Period (fiscal year, academic year, additional hour, etc) or Per Amount of Service (e.g. every 5 retros, every late piece of paperwork, etc).

Reimbursement will be paid twice a year, in the following manner:

Month: $Dollar Amount

Month: $Dollar Amount

1. **Terms:**

The term of this Agreement will commence on Month, Date, Year and expire Month, Date, Year. (Recommend two years in order for Service Unit to plan accordingly for workload).

This Agreement will be subject to review for any changes to the Premium Services Provided section (and corresponding Addendum) as deemed necessary by the responsible parties. Renewal of the Agreement for additional terms of one year will be automatic unless written notice is given a minimum of \_\_\_\_\_\_\_ months prior to the anniversary date of the Agreement by either party to the Agreement.

The Agreement may be terminated at any time, by either party, with \_\_\_\_\_\_\_ months notice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Agreement Representative, Title Date

Service Unit Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Agreement Representative, Title Date

Primary Unit Name

ADDENDUM

Between Service Unit Name and Primary Unit Name

Date

This ADDENDUM is attached to and forms part of the Premium Services Agreement between Service Unit Name and Primary Unit Name signed on Month, Date, Year. It is meant to detail and define the premium services to be delivered by Service Unit Name, including tasks that will need to be performed by Primary Unit Name.

**Service A:**

* Service Unit will do \_\_\_\_\_\_\_\_\_\_\_\_ , how many times per day/month/year, with a turnaround time of \_\_\_\_\_\_\_\_\_\_\_.
* Primary Unit will do \_\_\_\_\_\_\_\_\_\_, how often, with turnaround time of \_\_\_\_\_\_.

**Service B:**

* Service Unit will do \_\_\_\_\_\_\_\_\_\_\_\_ , how many times per day/month/year, with a turnaround time of \_\_\_\_\_\_\_\_\_\_\_.
* Primary Unit will do \_\_\_\_\_\_\_\_\_\_, how often, with turnaround time of \_\_\_\_\_\_.

**General Responsibilities:**

* Service Unit will prepare and send invoice to Primary Unit \_\_\_\_\_ weeks prior to due date established in Agreement; Primary Unit will provide fund number to be charged for services on or before due date. Upon receiving fund number from Primary Unit, Service Unit will process Journal Entry for services rendered.
* The Primary Contacts, as established in the Agreement, will meet \_\_\_\_\_\_\_ times/year (list when) to touch base regarding current premium services being performed. The Service Unit will be responsible for scheduling this/these meeting(s) and for securing a location.